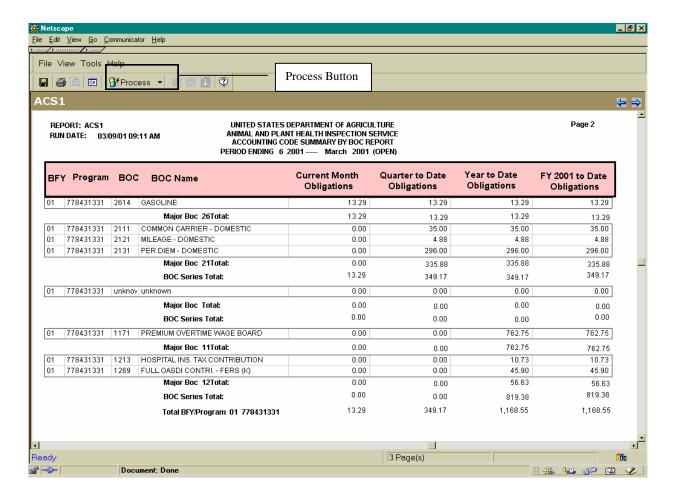
VALIDATING A REPORT

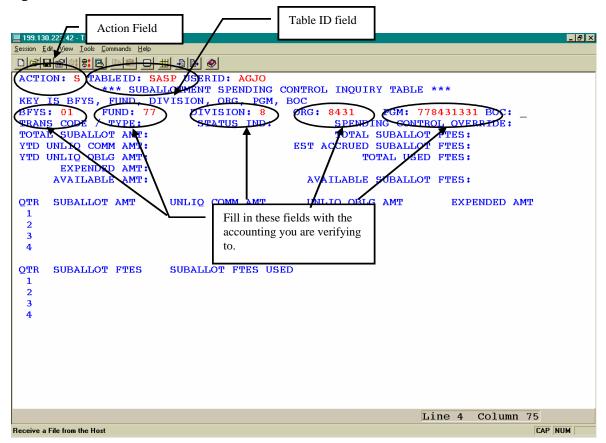
- In this example we will validate the ASCB YTD column to FFIS. The BFY is 01 and the Program is 528428811.
- Summary reports are the easiest to validate since FFIS only shoes information down to the program total level. Therefore you can't verify each BOC or Major BOC.
- Verification is more accurate in the early mornings before documents have processed in FFIS.
- Instructions for logging into the FFIS system are in section 4 of the Brio Manual under "Instructions for entering FFIS".

Step 1:



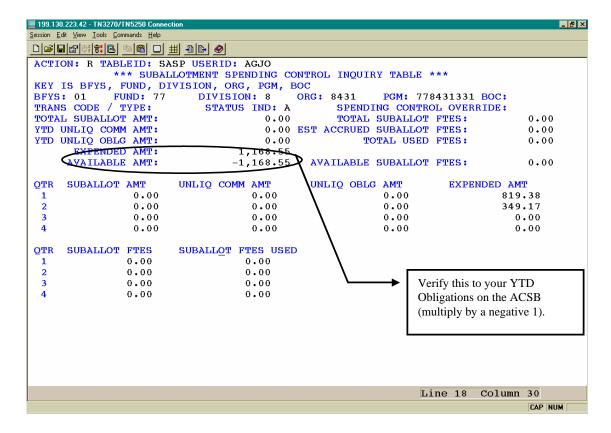
1. Run an ACSB report by hitting the **Process** Button.

Step 2:



Note: ORG means organization and not ORG Level 1.

Step 3:



3. Compare the **Available Amount field** on the **SASP** table to your **Total YTD Obligations** on the ACSB. The two fields should be close.

Remember that FFIS is a real time system. The SASP table is updated during the day with all the transactions entered manually (e.g., agreements entered by MBS, transactions on the suspense file that have been corrected during the day, etc.). **BRIO warehouse is a day behind**. If you go into FFIS early in the day, though, you should match.

Note: To validate the DTR you run the report for every month including the current month and it should match the ACSB YTD total and SASP.